



7 VENDOR MANAGEMENT
7.6 Vendor Reauthorization

Effective: 6/1/96

POLICY: Except for initial authorizations, all authorizations shall expire on December 31 of even-numbered years regardless of when an authorization was granted. A new application shall be submitted for each contract period, including the contract period that begins immediately following the period of initial authorization.

PROCEDURE:

A. REAUTHORIZATION

1. Prior to the expiration of contracts at each two year contract period, the State WIC Vendor Unit will send all authorized vendors application materials.
2. All applications will be submitted to the State WIC Vendor Unit where they will be reviewed to determine if the vendor meets the conditions of eligibility.
3. A list of vendors meeting the conditions of eligibility will be provided to local WIC Projects who will then notify vendors of the required training provided by local WIC Project staff.
4. Training will be provided to local WIC Project staff by staff of the State WIC Vendor Unit prior to the vendor trainings.
5. Revised vendor educational materials will be provided to local WIC Projects prior to the vendor trainings.
6. On-site visits are generally not required at this time but may be requested for some stores.
7. 120 days after receipt by the State WIC Vendor Unit of a complete application for continued authorization as a vendor for a new contract period, the Vendor Unit will either approve or deny the application. If the application is denied, the Unit will give the applicant reasons, in writing, for the denial.

B. EXPIRATION OF CONTRACTS

1. The State WIC Vendor Unit may decide to let a vendor's contract expire (i.e., not renew a vendor's authorization) for failure to comply with Program requirements. In this case, the local WIC Project will be notified of the stores that will be denied authorization.



Vendor Management

2. Expiration of a vendor's authorization at the end of a contract period is not subject to appeal.